

IC PURCHASE CARD COORDINATOR MEETING MINUTES

December 14, 2005

ATTENDEES:

NIH Purchase Card Program Office

Georgiann Wilson

John Best

Nancy Davis

Teresa Arnold

IC Coordinators & Representatives

Janice Brunson - CC

Edith Smith – CIT

Tony Sambataro- CIT

Marilyn Cuzzolina - CSR

Valery Gheen - NCCAM

Kathleen Hargett – NCI

Alene Robinson- NEI

David Schneider – NHGRI

Jim Mitchell – NHLBI

Susan Windsor – NIA (GRC)

Anthony Pirrone- NIA

Shamay Knox – NIAID

Rosie Owens- NIAID

Chantell Stevenson- NIBIB

Mike Monday – NICHD

Shelia Zichos – NIDA

Bridget McDonald - NIDA

Scott Butler – NIDCD

Kathleen Maguire - NIDCR

Patricia Barton- NIDDK(Extramural)

Barbara Vermillion – NIMH

Elizabeth Elliot - NINDS

Linda Fitzwater -NINR

Charles Baron – OD

Jody Sallah – ORS

Guest Speaker's

Deloitte & Touche Consulting LLP:

Debbie Murray

Scott Dubbeling

Wendy Scott

Martin Goran

Gloria Weigand

Agenda items as discussed were as follows:

PC Program Support Contractor Presentation – Deloitte Consulting:

The Purchase Card Program awarded a contract to Deloitte & Touche Consulting to assist with the many challenges facing the Purchase Card program. Ms. Deborah Murrey, Deloitte's Program Manager, introduced her staff and briefly explained Deloitte's role in the contract. Mr. Scott Dubbeling's presentation focused on revising both the mandatory Purchase Card classroom manual and the PC online refresher training module. Mr. Dubbeling and his team are currently developing new content for Card Approving Official (CAO) training as well. Mr. Dubbeling urged the NIH community to lend Deloitte their ideas and suggestions toward the development of new content for the training courses.

A question was put forth to the Deloitte team regarding purchase card reviews. The response from Deloitte was that the purchase card reviews would remain the same in all aspects.

Ms. Murrey added that Card Approving Official (CAO) reviews were still in the development phase. In the near future CAO's would be scrutinized much more closely due to cardholder abuses of the past. The role of the CAO is vital and must be held accountable. Ms. Murrey ended the presentation by reinforcing Deloitte's commitment to support the Purchase Card Program and work with the NIH community.

Credit Worthiness:

As of October 1, 2005 all new purchase card applicants were subjected to a credit check. NIH developed interim guidance approved by the Head for Contract Activity, Ms. Diane J. Frasier. The interim policy incorporates a certification line on the new purchase card application. The certification line allows supervisors whom are not CAO's, the ability to be aware of their employee's possession of a purchase card. The certification line is very important since the signer is certifying the individual's ability to perform in that capacity. This policy will eventually be superseded by President Bush's signing into law the rescission of the credit worthiness policy involving credit checks for the Purchase Card Program. Currently there is no guidance from the Office of Management Budget (OMB) or Health & Human Services (HHS) concerning the rescission. The interim policy will continue until further notice. The travel card portion of credit worthiness policy is still in place.

PC On line Refresher Training

There are still a few cardholders and CAOs who have not completed the mandatory PC Online Refresher training module. The initial training module was problematic. The training module was assigned to a new contractor and is now in-house. A notice will go out to all the IC points of contact that have cardholders and CAOs in their respective ICs whom have not completed this training. The IC's whom have not received this notification have already attained 100 percent participation within their institute. IC's receiving the notice along with a list of names of non participants will have two weeks to complete the module. Cardholders and CAO's whom have not completed this training may have their card suspended.

Reporting Purchase Card Misuse:

The rise of inappropriate purchase card usage was discussed. In cases where a cardholder admits to misuse of their purchase card or the appearance of abuse is present, the IC Purchase Card Coordinator, CAO or immediate supervisor should take the following steps:

1. Contact the Office of Management Assessment (OMA) and explain the situation. OMA will then decide if the incident requires the involvement of the NIH Office of Inspector General (OIG). If the incident warrants further investigation the IG's office will handle the proceedings.
2. Contact the Purchase Card Program and inform them of your actions. Suspension of the card, until further notice should begin at this time.

The meeting was adjourned.